

**U.S. EPA RESPONSE ACTION CONTRACTS (RACS) - REGION 6
CONTRACTOR MONTHLY COST/PERFORMANCE REVIEW**

DUE BACK BY: March 31, 2004

Reporting Period: February 2, 2004 - February 27, 2004

Return to: Tom Reilly

Email: reilly.tomc@epa.gov

VOUCHER #: 41A

Contract #: 68-W6-0036

RACS Contractor: CH2MHILL

WA #: 112-RICO-02KK

WAM/RPM: Grisell V. Diaz-Cotto

Site: Diamond Head Oil

Attachments may be kept. The green pages are CBI and must be treated as such.

Are the attached monthly invoice and progress report accurate? Are the costs reasonable and commensurate with products delivered or work progress? Is work in conformance with the scope of work, approved work plan, and technical direction given to the RACS contractor?

Using the following evaluation range, write in the appropriate performance rating number in the table below for each evaluation criteria: Outstanding (3.4-4.0); Exceeds Expectations (2.5-3.3); Satisfactory (2.0-2.4); Unsatisfactory (1.0-1.9) for reference during semester evaluations. Explain any unsatisfactory performance elements. Express your performance concerns directly to the contractor.

Page 2 is an invoice review check sheet to assist and document your review in key areas. This check sheet must be used. Indicate in the comments/action items area those apparently unreasonable cost items identified in your review. Obtain from the contractor a response to your concerns. If the response is inadequate or not available in time to return this form by the due date, explain in the comments/action items section.

CAUTION: WAMs are advised that any rating of 2.4 or less at contract closeout will result in -0- award fee. Cumulative ratings of 1.9 or lower require the issuance of a Performance Event Report (PER). PERs must be issued within the same period that the discrepancy occurred.

CRITERIA	OUTSTANDING (3.4-4.0)	EXCEEDS EXPECTATIONS (2.5-3.3)	SATISFACTORY (2.0-2.4)	UNSATISFACTORY (1.0-1.9)
PROJECT PLANNING		3.3		
TECHNICAL COMPETENCE		3.0		
SCHEDULE/COST CONTROL		3.0		
REPORTING		3.0		
RESOURCE UTILIZATION		2.8		
EFFORT		3.0		

COMMENTS: _____

COSTS ARE REASONABLE: Y/N

Circle your decision and if NO, supply your rationale.


Work Assignment Manager's Signature

5/3/04
Date

299574



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WAM CHECKLIST FOR VOUCHER REVIEW

REMEDIAL WORK ASSIGNMENT

		YES	NO	N/A
LABOR	1. LOE commensurate with effort and appropriate for work assignment.	X		
	2. Labor mix is appropriate and consistent with work assignment needs.	X		
TRAVEL	3. Purpose of trips is known, trips approved, and necessary to support the WA.	X		X
	4. Local travel expenses are warranted and reasonable.	X		X
EQUIPMENT	5. Equipment and/or materials charges necessary and reasonable to support the WA.	X		X
ODCs	6. ODC charges necessary to support WA and reasonable for work provided.	X		
	7. Appropriate breakout of ODC costs provided.	X		
TEAM SUBS	8. Hours and other charges are reasonable for WA support provided and consistent with the approved work plan.	X		
MOBILE LAB	9. Lab charges necessary to support WA.			X
SUBS	10. Subcontract charges consistent with the work provided.	X		
OTHER	11. Charges made are appropriate to the account/DCN number (if applicable)	X		

COMMENTS/ACTION ITEMS:

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION II
290 BROADWAY
NEW YORK, NEW YORK 10007-1866

EMERGENCY & REMEDIAL RESPONSE DIVISION

DATE

5/3/04

TO/OFFICE:

Tom Reilly

PHONE NUMBER

FAX NUMBER

212-665-6660

FROM/OFFICE:

William V. D'Amico

PHONE NUMBER

FAX NUMBER

212-637-4430

212-637-4429

COMMENTS:

NUMBERS OF PAGES (Including cover sheet)

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